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Inspection

SELF INSPECTION/CROSSFEED PROGRAM



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The instruction implements provisions of AFI 90-201, *Inspector General Activities*, AMCI 90-2-1. It prescribes the implementation of the Self-Inspection /Crossfeed Program for the Wing and its subordinate units.

SUMMARY OF REVISIONS

This revision completely replaces previous guidance in AFR 123-1/940 ARG Supplement 21 October 1993. It defines responsibilities, and reflects new procedures, and instructions on how to maintain the self-inspection/crossfeed program to include binders and checklists.

1. Responsibilities:

1.1. The Wing Commander will:

1.1.1. Ensure a strong and well-managed Self-Inspection program exists within all assigned units in the Wing.

1.1.2. Designate the Vice Commander as the Wing Self-Inspection/Crossfeed Manager.

1.2. The Wing Self-Inspection/Crossfeed Manager will:

1.2.1. Conduct monthly meetings of all Self-Inspection/Crossfeed Monitors and Functional Managers.

1.2.2. Disseminate all self-inspection subject material at the monthly self-inspection/crossfeed meeting to the functional managers.

1.2.3. Direct that all units in the Wing shall accomplish a self-inspection semi-annual self-inspections by 1 February and 1 August, and submit a letter documenting its accomplishment to the Wing Inspector General.

1.3. Group Commanders will:

1.3.1. Appoint group and unit Self-Inspection/Crossfeed Monitors and Functional Managers in order to ensure that the Group maintains the highest levels of compliance for all applicable areas and Special Interest Items. Appointment letters will be maintained in Group and unit Self-Inspection binders and will be filed with the Wing Self-Inspection/Crossfeed Manager.

1.3.2. Take an active interest in the Program and provide periodic reports at the Wing staff meeting on areas requiring corrective action and areas where particular success was experienced.

1.4. Group Self-Inspection/Crossfeed Monitors will:

1.4.1. Maintain all Self-Inspection documentation in a binder at the unit, that will include appropriate information sufficient to conduct a meaningful self-inspection and record the outcomes of those inspections to include corrective actions required.

1.4.2. Attend monthly Self-Inspection/Crossfeed meetings and provide feedback and information from these meetings to their respective Group and unit commanders.

1.4.3. Keep Group and unit commanders apprised of applicable Special Interest Items requiring assessment or corrective action.

1.4.4. Be the point of contact for all items that need to be forwarded to the Wing Self-Inspection/Crossfeed Manager.

1.4.5. Ensure widest dissemination of Crossfeed/Crosstell reports to all squadron or unit monitors.

1.4.6. Maintain a Group master Crossfeed/Crosstell reports and Special Interest Items library.

1.4.7. Brief inspection results to the Group Commander. These results should also be recorded on the 940 ARW Form 5 and forwarded to the Wing Self-Inspection/Crossfeed Manager for discrepancies that are beyond unit capability to correct.

1.5. Squadron/unit monitors will:

1.5.1. Develop and update checklists as required.

1.5.2. Ensure squadron Self-Inspections are conducted before their due dates.

1.5.3. Forward all pertinent Crossfeed/Crosstell information received to their respective functional areas.

1.5.4. Submit discrepancies that are beyond unit capability to the Group monitor on an 940 ARW Form 5 for submission to the Wing.

1.5.5. Brief the status of open inspection findings at the monthly pre-UTA meeting.

2. Self-Inspection/Crossfeed Binders will be maintained using the following guidance:

2.1. Binders should reflect a common approach to self-inspection across the Wing organization. As a minimum, the contents of each unit's binders will include the following:

2.1.1. Five distinct sections as follows:

2.1.1.1. Section 1: Table of contents, Letters of Appointment for Group and unit Self-Inspection monitor, Inspection Schedule.

2.1.1.2. Section 2: Self-Inspection Checklists and Process Flowcharts; Wing Self-Inspection

OI, group or organization Self-Inspection OI; AMC Quality AF Assessment Guide, AFRC Common Core, AMC and AFRC Special Interest Items; work center/ section items;

2.1.1.3. Section 3: Self-Inspection discrepancies and Self-Inspection Results

2.1.1.4. Section 4: IG Inspection and SAV Reports (Cross-referenced)

2.1.1.5. Section 5: Crossfeed Newsletter/ AFRC QAFA reports (Cross-referenced)

3. Self-Inspection Checklists:

3.1. Self-Inspection checklists should be comprehensive for the organization/work center and should measure compliance with:

AMC QAF Assessment Guide

AFRC Common Core Items

Command Special Interest Items pertinent to that organization.

3.2. Checklists should also monitor the organization's key processes, and examine all process flow-charts and measurement goals to determine if they insure standards compliance and continuous quality improvement.

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